



COUNTY OF ERIE

POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: AUGUST 21, 2015

CLOSING DATE: SEPTEMBER 4, 2015

TITLE: ACCOUNT CLERK II

GRADE: 113

**DEPARTMENT: FINANCE REVENUE
TAX CLAIM BUREAU**

BARGAINING UNIT: AFSCME CLERICAL

ENTRY RATE: \$11.40/HR \$22,230.00/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Under general supervision compiles, tabulates, and posts accounting and related clerical or statistical data of an advanced or difficult nature; prepares difficult accounting and financial statements and ledgers; posts and reconciles daily receipts of cash, checks, debit/credit cards payments, and does other related work as required.

DUTIES & RESPONSIBILITIES:

Records, reviews, processes and posts a variety of financial records and other accounting and audit documents. Maintains accounts payable and receivable accounts, prepares daily/monthly/annual reports and reviews materials for accuracy of information. Requires a thorough understanding of process and procedures to ensure strict compliance with Pennsylvania State and Federal Laws, including the Pennsylvania Real Estate Tax Sale Law (RETSL), PA Small Games of Chance and Bingo Laws, PA Dog Law, Sheriff Sales, and Federal Bankruptcy Laws and regulations, and may be required to testify in a Court of Law. Extensive computer work required, including receipting of payments and adjustments, bank deposits and reconciliations, frequent correspondence and spreadsheet development, and internet and other related searches. Aids in problem solving for local, State, and other elected officials, governmental bodies, Law Enforcement Officers, First Responders, and the general public. Participates and completes specialized projects as assigned, including various tax sales, antlerless deer licenses sales, bankruptcies, Sheriff Sales, etc. Requires ability to independently prioritize duties on a daily/weekly/monthly basis, with little direction. Processes and reconciles all forms of payments, receipts, bank deposits, and online sales daily. Completes various documentation and reporting; including trust and agency reports and bank reconciliations, prepares daily bank deposits, adjustments, and maintains related documentations and reports. Must be personally responsible for the accurate and efficient handling of all forms of payments including cash, checks, and credit cards, etc. Completes other duties as assigned by Department Accountant and/or Supervisor.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS, & ABILITIES:

Must be able to deal with the General Public, face to face and via phone, in a calm, efficient, and pleasant manner. Thorough knowledge of accounting/bookkeeping principles and methods. Knowledge of PA Real Estate Tax Sale Law, PA Small Games of Chance and Bingo Law, Dog Law, and Federal Bankruptcy Laws. Ability to work accurately and rapidly with figures and with all forms of payments. Ability to apply and adapt established methods to financial transactions. Ability to operate a calculator and other office equipment at a high rate of speed and with accuracy. Must be computer literate in Windows, MS Office – Including Word, Excel, Powerpoint, RBA (Robert Bailey & Associates Specialized Tax Claim Software), BAS (Business Automated Systems), FMS (Receipting and Accounts Payable Systems), ALS (Automated Licensing System), PALS (PA Licensing System), FNB Treasury Management Online, etc.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

High school graduate, plus a minimum of three (3) years bookkeeping or accounting experience, one of which must be in the Revenue or Tax Claim field; or an equivalent combination of related training and experience. Ability to type 60 words per minute. Ability to operate a calculator/keypad with a high degree of accuracy and speed. Computer software literate in Windows, ALS (Automated Licensing System), BAS (Business Automated Systems), FMS (Receipting and Accounts Payable Systems), FNB Treasury Management Online, IAS, MS Word, Excel, Powerpoint, RBA (Robert Bailey & Associates Specialized Tax Claim Software), PALS (PA Licensing System), etc. A basic skills assessment test will be conducted to verify qualifications; to be considered must have a passing score of 85% in all categories of testing.